

DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES



SUBJECT: BILINGUAL BONUS PLAN

POLICY NO. 731

PURPOSE:: To ensure Bilingual Bonus pay is compensated to certified employees per County Code Section 6.10.140 and policy.

POLICY:: Every local Human Resources office shall develop and monitor a Bilingual Bonus Plan to comply with County Code Section 6.10.140 requirements and conduct an annual review and revision of the plan to reflect current authority/policy. The plan shall include a list of the assignments that require bilingual capability and list of employees currently receiving the bonus. The plan is subject to the review of the Department of Human Resources.

Each supervisor, following approval of the plan, shall immediately initial a Bilingual Bonus pay request for employees assigned to assignments requiring frequent and continuous use of a second language.

If an employee is absent for more than 60 calendar days, the bonus shall be suspended. For changes in assignment, the frequent and continuous use of the second language criteria must be met or the bonus shall be discontinued.

A copy of the Bilingual Pay Request Certification and Authorization form, as well as a copy of the employee's Language Proficiency Certificate, shall be placed in the employee's official personnel folder.

AUTHORITY:: County Code Section 6.10.140

EFFECTIVE DATE: Feb 15, 2002

SUPERCEDES:

APPROVED: Signature on File
